

Position Description
Office Management Specialist
Bureau of Financial Management

Position Summary:

Under the general supervision of the Bureau Director, this position is responsible for gathering and organizing information into summary reports, as assigned; preparing information, materials and publications for the Bureau of Financial Management (Bureau) and arranging distribution of completed items; and answering questions regarding the Bureau or division via telephone, correspondence and face-to-face contact. The position is responsible for maintaining files of program-related data, setting up schedules, and performing related clerical/administrative support functions necessary to the operation of the Bureau; and overseeing the Bureau's record storage in accordance with record retention requirements. The position is also responsible for assisting the General Accounting Unit by preparing payment vouchers and performing pre-auditing functions on payments, P-card transactions and expense reports for the Department of Administration (DOA) and its financially supported agencies; and recommending modifications to Bureau business processes.

55% A. Provision of confidential support to the Department's financial management program and support assistance to Bureau management.

- A1. Provide confidential support to Bureau Management in the compilation of reports, as assigned.
- A2. Prepare information materials and publications for Bureau and arrange for distribution of completed items.
- A3. Answer questions regarding the Department and Bureau via telephone, correspondence or in person.
- A4. Maintain files of program-related data, set up schedules, and perform any related clerical/administrative support functions necessary to the operation of the program.
- A5. Provide confidential support to Bureau Management in the scheduling of interviews and proctoring of assessments.
- A6. Oversee the Bureau's record storage program in accordance with record retention requirements.
- A7. Maintain computer inventory and related records and/or reports and order supplies.
- A8. Develop and revise operating procedures affecting the Bureau, including those related to the operation of the Department's mail room.

40% B. Provision of assistance to the General Accounting Unit.

- B1. Pre-audit and approve vouchers on the financial system per delegated pre-audit agreement with the State Controller's Office (SCO). This applies to payments entered by DOA divisions as well as DOA's attached agencies.
- B2. Provide technical assistance regarding Accounts Payable business processes; respond to payment inquiries; process supplier file maintenance; and other accounts payable responsibilities. Provide training to customers when necessary.

B3. Provide fiscal services for travel reimbursement requests for the Department and its attached agencies.

B4. Post-audit Procurement Card (P-Card) transactions and logs for the Department and its attached agencies.

5% F. Other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

1. Ability to work with various divisions, departments and the public, ensuring compliance with multiple sets of rules, regulations and procedures.
2. Ability to establish and maintain effective working relationships.
3. Excellent written and oral communication skills.
4. Strong interpersonal communication skills.
5. Strong organizational skills with careful attention to detail.
6. Ability to demonstrate effective problem-solving and decision-making skills.
7. Ability to set priorities and perform multiple tasks.
8. Strong customer service skills.
9. Knowledge of state procurement policies and procedures.
10. Knowledge of state accounting and pre-audit policies.
11. Knowledge of purchasing card policies and procedures.
12. Ability to process transactions accurately within prescribed timeframes.
13. Strong financial and mathematical skills.
14. Ability to use adding machine or calculator
15. Ability to use multi-functional device
16. Knowledge of and familiarity with business computer software, especially word processing, spreadsheet, database, and e-mail applications, along with keyboarding and data entry skills.